




DEPARTMENT OF PERSONNEL
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MEMO PERD #11/11
April 1, 2011

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa Thienhaus, Director 
Department of Personnel

SUBJECT: ADMINISTRATIVE LEAVE TO ATTEND PUBLIC EMPLOYEES
BENEFITS PROGRAM INFORMATION SESSIONS

The Governor has approved two hours of administrative leave for State employees to attend the Open Enrollment Plan Year 2012 information sessions offered by the Public Employees Benefits Program. Starting today, April 1, 2011, employees may use NEATS to sign up for a session. The full schedule of classes beginning April 4, 2011, can be found at the following link:

http://www.pebp.state.nv.us/PY2012_OE_schedule_web.pdf

To ensure appropriate staff coverage, a State employee wishing to attend a session during his or her regular working hours must first obtain supervisory approval. Additionally, employees using administrative leave must sign in at the session to record their attendance.